

**T.R**  
**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**DIRECTIVE for ACADEMIC ADVISORY in**  
**UNDERGRADUATE AND GRADUATE PROGRAMS**

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**FIRST PART**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1- (1)** The purpose of this directive is to regulate the principles regarding the fields of activity, operation and duties of all kinds of academic advisory services for undergraduate and graduate students of Nevşehir Hacı Bektaş Veli University.

**Scope**

**ARTICLE 2- (1)** This directive contains all kinds of academic advisory services to be provided to Nevşehir Hacı Bektaş Veli University students and the principles of application of these services.

**Basis**

**ARTICLE 3- (1)** This Directive has been prepared based on the following legislation: 47th Article of Law No. 2547 and Directive of Undergraduate and Graduate Degree Education of Nevşehir Hacı Bektaş Veli University.

**Definitions**

**ARTICLE 4- (1)** In this Directive following expressions are used:

- a) Academic Advisor: Academic staff appointed from the members of the relevant department.
- b) ECTS: European Credit Transfer System,
- c) Unit: Faculties, colleges and vocational colleges affiliated to Nevşehir Hacı Bektaş Veli University,
- ç) Department: The units that provide education to students at undergraduate or graduate degrees and affiliated to Nevşehir Hacı Bektaş Veli University,
- d) Head of Department: The head of the relevant educational department,
- e) Dean: Dean of the relevant educational unit,
- f) Student: Students of Nevşehir Hacı Bektaş Veli University,
- g) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- ğ) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- h) UIS: Nevşehir Hacı Bektaş Veli University Information System

1) University: Nevşehir Hacı Bektaş Veli University,

## **SECOND PART**

### **Definition, Assignment and Duties of Academic Advisor**

**ARTICLE 5-** (1) Academic advisor is assigned by the relevant unit's administrative boards upon the recommendation of the head of the department/program. Academic advisor is appointed to assist the student starting from the registration until the end of his/her studentship in subjects such as course registration, registration renewal, educational studies, student's problems in higher education and graduation procedures.

(2) The academic advisors assigned for each class of the higher education program are responsible to the Dean/Manager in the execution of their duties.

(3) The Dean/Manager meets with the academic advisors at least once a semester to evaluate the academic advisory services and take the necessary precautions.

### **Duties of Academic Advisor**

**ARTICLE 6-** (1) Duties of academic advisor are as follows:

a) to ensure that students to register/renew their course registrations within the periods determined in the academic calendar,

b) to inform the students about services such as; UIS, education plan, course information packages, student clubs, electronic transcripts, electronic graduate certificates, and e-governmental portal.

c) to implement the adjustment decisions of the changes made in the curriculum of the program in accordance with the new curriculum, to enable students to register/renew their course registrations,

ç) to follow the relevant provisions of the legislation on student tuition fees and inform the students about exemptions and exceptions and do not allow the course registration/renewal of the students who do not pay their tuition fees.

d) to monitor the academic status of his/her students; informing and guiding them so that a semester/year is not extended.

e) to inform the students about the internships foreseen in the education plan and to cooperate with internship supervisors as needed,

f) to identify successful students and those in need of financial support and to report them to the Dean's Office/Directorate,

g) to inform the students about the scholarships, loans and part-time job opportunities given by universities or other institutions and organizations,

- g) to inform the students about scientific, social, cultural activities organized by the units of the university and to encourage their participations,
- h) to guide the students on health, nutrition, accommodation issues and to help them cope with mental problems and substance abuse, and to refer them to a specialist when necessary.
- i) to assist newly enrolled students in their adaptation to the university.
- i) to inform the students about the laws, regulations, directives, principles of practice and other relevant legislations and the changes regarding them; to help students become aware of their duties, rights and responsibilities.
- j) to determine whether there is an obstacle to the graduation of the student and to examine the grades and ECTS credits of the graduate candidates; to prepare the dismissal certificates for the successfully graduated students and submit them to the Department Head for approval and to be forwarded to the Dean's Office /Directorate.
- k) to meet with the students for at least 2 (two) hours a week and to plan these meetings and announce them to the relevant students.
- l) to hold meetings with students for at least 2 (two) times per semester to inform them and evaluate their situation. The students attending the meeting and the issues discussed are determined in an official report. At the end of each semester the academic advisor shall submit these official reports, as well as his/her opinions and comments, to the Dean's Office/Directorate. The Dean's Office/Directorate carries out preventive work for potential problems and corrective work for detected problems.

### **THIRD PART**

#### **Final Provisions**

##### **Cases where there is no provision in the directive**

**ARTICLE 7 – (1)** Under the situations which have no provisions in this directive, the articles of YOK decisions, Senate decisions and Board decisions will be in effect.

##### **Force**

**ARTICLE 8 – (1)** This Directive enters into force from the date of its adoption by the Senate.

##### **Executive**

**ARTICLE 9- (1)** The provisions of this Directive are executed by the Rector.

#### **Date and Number of Senate Resolution**

**16 September 2021 No: 2021.31.198.**

